



Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

T: 0161 368 5132 E: admin@alderchs.uk

Headteacher: Mr R O'Regan BSc (Hons) NPQH

Student Attendance and Family Liaison Officer Person Specification

	Essential	Desirable	Method of Measuring
Qualifications:			
GCSE Maths and English (Grade 4/C or above) or equivalent.	X		A, C
Educated to A level or above		X	A, C
Skills and Experience:			
Excellent IT skills, especially Excel, Word and Outlook etc.	X		A, I
Previous experience in a similar role		X	A, I
Monitoring and evaluation systems	X		A, I, R
Working to deadlines and undertaking analysis	X		A, I, R
Liaising professionally with various stakeholders both internally within an organisation and externally	X		A, I, R
Problem solving and analytical skills	X		A, I, R
Leading and working as part of a team	X		A, I, R
Working in an educational setting		X	A, I, R
Working under pressure	X		A, I, R
Recording information and writing reports with attention to detail	X		A, I, R
Working to tight deadlines	X		A, I, R
Manipulating and analysing data in different formats.	X		A, I, R
Prioritising workload and acting on own initiative to complete tasks	X		A, I, R
Leading training and motivating staff		X	A, I, R
		X	A
Knowledge and Understanding of:			
GDPR and data protection	X		A, I, R
The education system and life in a comprehensive school		X	A, I, R
School data systems-SIMS		X	A, I, R
Microsoft Office programmes	X		A, I, R
Safeguarding and child protection	X		A, I, R
Skills:			
A professional telephone manner	X		I
Able to develop relationships and communicate effectively and professionally with parents/carers, colleagues, students and outside agencies either by telephone, written or face to face.	X		A, I, R
Able to multitask and work to deadlines with accuracy and attention to detail.	X		A, I, R
Able to analyse data and develop actions plans accordingly.	X		A, I, R
Able to present information to a variety of audiences.	X		A, I, R
Able to motivate students and provide strategies for overcoming barriers to attendance.	X		A, I, R

Able to work collaboratively with colleagues at all levels.	X		A, I, R
Able to work unsupervised and act upon own initiative to make decisions.	X		A, I, R
Driving license and regular access to a car insured for business use.		X	A
Personal Qualities:			
Flexible and adaptable in your approach to the job	X		A, I, R
Able to work on your own initiative	X		A, I, R
Able to communicate effectively with all stakeholders	X		A, I, R
Able to treat information confidentially	X		A, I, R
Able to present documents with attention to detail, good presentation, spelling, grammar, and punctuation	X		A, I, R
A good team player	X		A, I, R
Willing to participate in staff training	X		A, I, R
Enthusiastic and committed	X		A, I, R
Professional in your conduct	X		A, I, R

Key

A – application form C – original certificates I - interview process R - references

